

**Little Traverse Bay Bands of Odawa Indians  
Job Posting**

**Job Title:** Project Coordinator  
**Department:** Human Services  
**Reports To:** Human Services Director  
**Status:** Exempt  
**Salary Range:** \$15.13-20.47 per hour  
**Level:** 4  
**Opens:** December 16, 2015  
**Closes:** January 6, 2016  
**Terms:** 100 FTE  
2.75 year position is grant funded. Grant ends 9/30/2018  
**Employment start is contingent upon release of grant funds.**

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**SUMMARY**

The Project Coordinator will be responsible for continued development and implementation of the CTAS grant project and will coordinate, develop, implement, maintain and provide on-going training and other program activities based upon the culture and traditions of the LTBB tribal community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Continued development and implementation of Victim Support Services Program.
- Continued development of specialized operating and implementation procedures.
- Continue to provide leadership and education to the project advisory committee.
- Coordinate and lead meetings.
- Prepare agendas and notices.
- Record advisory meeting minutes.
- Collect and track program data including development, implementation, and maintenance of client case files.
- Maintain the Victim Services database system for data collection.
- Oversee day-to-day operation of victim support services.
- Develop and implement appropriate draft policies, procedures and standard forms.
- Organize training schedules with OVW-approved training and technical assistance providers.
- Maintain records and process all paperwork involving CTAS grant project and Family Violence Prevention and Services budget.
- Manage grant reporting under the guidance of the Human Services Director.
- Consult with traditional individuals and elders to discuss common traditions to help the community heal.
- Refer and organize to provide materials and healers for ceremonies and events.
- Consult with and educate the LTBB community about domestic violence issues.
- Work cooperatively with OVW in the development and implementation of this project.
- Collaborate with the Prosecutor's office to provide victim advocacy services.

- Develop, implement, and coordinate training and education regarding domestic violence dynamics.
- Evaluate client needs and make appropriate referrals.
- Consult with private, tribal, local, state and federal entities on domestic violence and sexual assault cases.
- Maintain working relationships with the Women's Resource Center of Northern Michigan and other applicable agencies.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following: contribute to building a positive team spirit; show respect and sensitivity for cultural differences; prioritize and plan work activities; plan for additional resources; set goals and objectives; demonstrate accuracy and thoroughness; apply feedback to improve performance; and develop innovative approaches and ideas.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree in social work, psychology or criminal justice field or other related field preferred.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **General**

- Excellent verbal and written communications skills
- General knowledge of area resources
- Knowledge in regards to domestic violence issues.
- Demonstrated report writing skills
- Ability to work as part of a team

### **Language**

- Must possess the ability to write reports, business correspondence and procedural manuals.

### **Computer**

- Must have proficiency with various software packages including Microsoft Office (Word, Excel, Access, Outlook, PowerPoint).
- Must be able to complete internet research and maintain database files

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid driver's license, reliable transportation and have an insurable driving record.

## **COMMENTS**

Individual must be able to pass a criminal background investigation.  
Indian Preference will apply.

